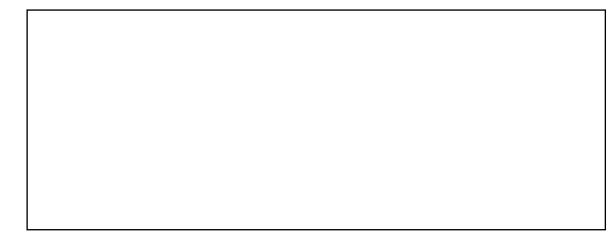
YCTA Procurement Checklist

Procurement Basics (Required)						
Name of Project Manager:						
Date:						
Description of Purchase:						
Project is in budget (Check On	e) 💽 Yes	O No				
Type of Purchase (Select One)	Professional Services	5				

Cost estimate

Price/Cost Analysis (Required)

Independent Cost Estimate (Describe process for price estimate) Help can be found: (http://www.fta.dot.gov/documents/Helpline_Price_Guide.doc)



Purchase Approved by

Procure	ement Type (Required - Check One)
	Micro Purchase (Under \$3000) YCTA Purchased Order Used
	ORPIN or other established government procurement process please note (Under \$100K Only)
	Sole Source Justification Sheet Attached
	Informal Bid (Under \$100K Only) Bid Sheet & Purchase Order Used
	Piggyback Procurement (Piggybacking or using another agencies contract to purchase vehicles)
	Full contract file - including all addendum & pricing sheets
	Checklist complete (http://www.fta.dot.gov/documents/BPPM_appB16.doc)
	Contract change order & pricing differential attached (Checked for "Cardinal Contract Change")
	Invitation to Bid (Price & ability to complete the work is the only allowed criteria)
	Pricing Sheets are Attached (Sealed Bid)
	Reference check is complete
	Solicitation Addenda/Amendments are attached Total number:
	Competitive RFP /Bid (Selection is based on numerous criteria)
	Solicitation Documents are attached
	Selection criteria and weighting are spelled out in RFP (Pricing is not allowed as criteria for A&E Procurem
	Solicitation Addenda/Amendments are attached Total number:
	Only Required if you are using a Subset of the Competitive or Formal Bid Process
	Design/Bid Procurement (Has necessary signatures)
	Prequalification is being required prior to competitive or formal bid
Advertis	sing (Required for Procurements over \$3K)
	Solicited specific firms to Bid/Respond (only available for procurements under \$100K)
	Advertised RFQ or BID/RFP (Ads Attached)
Pre-Bid	Meeting (Not Required)
	Held Pre-Bid Meeting Date
	Pre-bid participant list and meeting minutes attached
Franspa	arency in Procurement Process (Required for Procurements over \$3k)
	There was one point of contact for vendors/offerors throughout the RFP/Bid process
	The RFP/Bid process ensured all vendors/offerors got the same information
DBE In	clusion (Required)
	Searched OMWESB website and solicited specific DBE firms to bid/respond
	(https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz)

Formal R	equest for Qualification (RFQ) or Pre-qualification (Not required)				
	A formal RFQ process was conducted before RFP/Bid. (Documents attached)				
	RFP/Bid Responses assessed for minimum qualifications before formal review (assessment attached)				
	Please note: RFQ must be part of process. You cannot use a standing list of qualified vendors for a federal procurement.				
Selection	n of Vendor/Consultant (Required for Procurements over \$3K)				
	Price & Ability to Deliver Only - Vendors Price List Attached				
	Selection Committee & pre-established criteria- (Vendor ranking based on criteria attached)				
Provide a	Provide a brief justification for the selection of contractor.				
Pre-awar	rd checks (Required for Procurements over \$3K)				
	References were checked and no major concerns found				
	Search was made in FTAs Excluded Parties Listing System (https://www.epls.gov/). Please attach results.				
Notice o	of Award (Required for Procurements over \$3K)				
	Price is consistent with initial cost/price analysis.				
	Selected vendor/consultant was provided a notice of award (please attach)				
	Notice was sent to unsuccessful bidders/offerors (please attach)				
	Final contract was reviewed by legal department Date				
Contract	(Required for Procurements over \$3K)				
	Approved by Authorized Transit Director - Formal City Contract (\$3K - \$100,000)				
	County Commission Approval & Signature (over \$100,000 please attached)				

Please attach the contract or purchase order as well as all the required documentation to this summary

The contract includes the following federal clauses (First 12 always required)

Applicable to:		Requirement	
All	Х	No Federal government obligations	
All	Х	Program fraud and false or fraudulent statements	
All	Х	Access to Records	
All	Х	Federal Changes	
All	Х	Civil Rights (EEO, Title VI & ADA)	
All	Х	Incorporation of FTA Terms	
All	X	Energy Conservation	
All	X	Termination	
All	X X	Suspension /Debarment (Language and Form) Recycled Products	
All	X	Prompt Payment and Return of Retainage	
All	X	Privacy Act	
Transport of Person		Fly America	
Transport of Property		Cargo Preference	
Research/Planning		Patent Rights	
Research/Planning		Rights in Data and Copy Rights	
Over \$100,000		Lobbying (Language & Form)	
Over \$100,000		Clean Water	
Over \$100,000		Clean Air	
Over \$100,000		Buy America (all certifications)	
Over \$100,000		Breaches and Dispute Resolution	
Bus Purchase / Piggyback		Bus Testing	
Bus Purchase / Piggyback		Pre Award & Post Delivery Audit	
Bus Purchase / Piggyback		TMV Certification	
Manufacture / Construction		Work Hours & Safety Standards Act	
Manufacture / Construction		Bonding Requirements	
Construction		Davis Bacon Act	
Construction		Copeland Anti Kickback	
Construction		Seismic Safety	
Operating		Transit Employee Protectiveness Act	
Operating		Drug & Alcohol Testing	
Operating		Charter Bus	
Operating		School Bus	

Other Documentation in File

As applicable

